

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND CHILD/FAMILY/SCHOOL
PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Sponsors of the School Nutrition Programs

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: September 10, 2004

SUBJECT: Operational Memorandum #22-04

I. Report of Annual Revenue and Cost Expenditures –

RESPONSE DUE November 1, 2004

II. Fall Directors' Meeting and Food Show

III. Child Nutrition Programs Website

I. Report of Annual Revenue and Cost Expenditures - Federal Regulations require a review of the net cash resources of Child Nutrition Programs to ensure continued non-profit status. To ensure that the program income and expenditures fall within the allowable three months operating costs, all programs (including Residential Child Care Institutions) must supply the information as indicated on the enclosed Sample Form. Please note that the form is now changed to solicit local Board contributions to your programs. You must also list the cost figures for any expenses covered by the local Board.

Sponsors are not required to use this specific form. An audited annual (2003-2004 school year) report for the Food Service Department may be submitted instead. If you choose to submit your school district's or RCCI's Food Service Department's annual financial statement, the following items *must* be included and **highlighted**:

1. Total revenue for the Child Nutrition Programs (CNP). Also indicate if this total reflects your federal and state reimbursements. These figures should be highlighted separately.
2. Total expenses for the CNP (Also include all BOE subsidies.)
3. Accounts payable as of June 30, 2004
4. Accounts receivable as of June 30, 2004
5. Ending Inventories (for both Government Commodities at the Storage & Processing rate and regular purchased food) as of June 30, 2004. Also, indicate if you combine the ending inventories.
6. Ending cash balance as of June 30, 2004

RESPONSE DUE: The financial information must be submitted to the Child Nutrition Programs no later than **November 1, 2004.** Please note that only authorized signatures are acceptable on this report.

Continued ⇨

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Electronic copies may also be requested.

II. Fall Directors' Meeting and Food Show – Please plan to attend the annual Directors' Meeting and Food Show at the Aqua Turf, Southington, on October 20, 2004. Detailed information is enclosed. All food service staff members are invited to the afternoon food show event. The cost of attending only the food show is \$5.00. This event is sponsored by the Connecticut School Food Service Association and the Child Nutrition Programs.

III. Child Nutrition Programs Website – We continue to improve our website, and to update it with as much information as possible. Please refer to the site often,

<http://www.state.ct.us/sde/deps/nutrition/index.htm>

to find additional information about upcoming opportunities for training, new learning, and abundant resources. Share the site address (URL) with your staff and other members of your school community.

If you have any questions, please contact Maureen Staggenborg, (860-807-2070), Mary Ragno (860-807-2082), Teri Dandeneau (860-807-2079), or Bob Zwack (860-807-2081).